Air Education and Training Comma

Replenishing the Combat Capability of America's Air Force

U.S. AIR FORCE

Inspector General MEO Inspections

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Integrity - Service - Excellence

Overview

- Purpose
- 5 Tier Ratings System
- How To Prepare For Your Inspection
- Most Common Findings

Purpose

- Operational Readiness Inspections (ORI) are conducted to evaluate the ability of units with a wartime or contingency mission to perform assigned operational missions.

(AFI 90-201, *Inspector General Activities,1 October,02*)

Ratings

- **Five-tier rating system**
  - **Outstanding – Performance far exceeds requirements**
  - **Excellent – Performance exceeds requirements**
  - **Satisfactory – Performance meets requirements**

Ratings Cont'd

- **Marginal – Performance <u>does not meet some</u> requirements. Deficiencies exist that impede or limit mission accomplishment**

- **Unsatisfactory – Performance <u>does not meet</u> requirements. Deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources**

- **Satisfactory is the standard**
  - **We rate units against a standard, not other programs/Bases**

How to Prepare for Your Inspection

- Start early!
  - The inspection period covers a two year period. Only having one year's worth of data could affect the your rating
- Read the last inspection and ensure all previous write-ups are corrected
  - Repeat findings drive ratings

Preparing for your inspection

- Ask for a Staff Assistance Visit
- Establish an aggressive timeline for compliance
- Know the policies/procedures for your programs

Preparing for your inspection

- If policy has changed, the policy in effect at the time will be used

- Establish continuity binders for your major programs
  - Binders should include all relevant supporting documentation
  - If an outside agency shares responsibility, include name and phone number of POC

Preparing for your inspection

- Conduct an honest and thorough self-inspection of your program…early on
- Identify all major deficiencies and implement corrective action
  - Check your “fixes” to ensure they have in fact corrected the problem
  - If you identify a problem that cannot be fixed, place a MFR in the record or file explaining the issue (be sure to include corrective actions)

Preparing for your inspection

- **Identify all strengths for your program**
  - **These help in moving ratings from excellent to outstanding and marginal to satisfactory**
- **Identify any LIMFACTs (limiting factors) that prohibited you from accomplishing your mission**
- **Prepare a short 10-15 min in-brief for inspector (highlight key aspects of your program)**

Preparing for your inspection

- Set aside a room for inspector to work
- Suggested set up:
- All unity continuity folders
- All case files
- All program continuity binders (HRE, UCA, WCA)
- Base telephone book
- Listing of key personnel on base
- Program POCs
- Any scheduled activity for week of inspection

Preparing for your inspection

- **Check the appearance of your office, facilities are inspected as well**
- **Work with your PSM to run rosters to ensure compliance (especially with education)**
- **If you have received policy guidance from headquarters that caused you to deviate from written policy, ensure you have a MFR for support**

Common Findings

- **Poor staff work**
- **Insufficient documentation**
- **Preparing for inspection week before visit ("Wet Ink" on everything)**
- **Process irregularities (missing key steps)**
- **Documentation messy or missing**
- **No self-inspection or program assessment**
- **Blaming shortcomings on previous regime**

#1 Finding

SOUND MEO PROGRAM HAS BEEN DEGRADED BY A LACK OF DOCUMENTATION TO SUPPORT PROGRAM COMPLIANCE

QUESTIONS?

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